

WRITE CORRECTLY! A CHECKLIST

This is a short and quite basic checklist for the form of your written work. **Always use this checklist!** Let's put the old mistakes behind us and make new ones!

1. Do **subject and verb** correlate? "He runs" but "they run".
The rule is: "s" on the verb a) third person, b) singular and c) present tense.
2. **Tenses**. If you start telling a story in the past tense, you must remain in that tense! "He **opened** the door when the phone **rang**. He **was** nervous"
3. **Irregular verbs and regular verbs**. Regular verbs are no problem. They always form the past tense with -ed. The irregular ones are completely crazy: there are no rules! "put-put-put, ring-rang-rung or throw-threw-thrown."
4. **Word variation**. Remember to **vary** your words. Do **not** repeat the same words over and over again. Make sure you use words that mean something! Avoid words like "nice", "good" and "bad". Words such as "Interesting", "marvellous" and "horrible" have more **power**. Remember, the pen is mightier than the sword!
5. **Word order**. English generally keeps the word order subject + verb at all times whereas Swedish doesn't. Compare "Igår **var jag** här" and "Yesterday **I was** here."
6. **Adjectives and adverbs**. Adjectives describe things and often come after the verb "be", and adverbs describe other verbs. "The car **is** quick" and "The car **drives** quickly". Most adverbs end "ly".
7. **Spelling** rules. Few rules work but here is a good one: If the letter before the "y" is a vowel = just add the "s" or "ed" : play - plays - played. If the letter before the "y" is a consonant = use "ie" instead of "y" before you add the ending: carry - carries - carried
8. **It/there**. Swedish "det" is translated either with "it" or "there". If you can say "det finns" as well as "det är" you should use "there". Otherwise "it". This is a simplified rule but works quite well.
9. **Vagueness- avoid it!** Whatever you are writing about, try very hard to be concrete. Do not be vague. Make sure you find a suitable word that is sufficiently detailed. Think about it, how much do the words "nice" and "okay" really say?
10. **Tricky little fellows**. Below is a list of often small words that cause learners of English a lot of trouble because they are so easy to mix up. What do they mean? If you are the least uncertain about the spelling - look it up!

it's its then than their there there's theirs to two too throw through
tough thorough his he's your you're yours which witch with who whose
who's these this boy boy's boys boys' we're where quit quiet quite hole
whole lie lying lay

CHECKED: 1 2 3 4 5 6 7 8 9 10 (Circle them please)